Pre-Bid Meeting

RFP752-20-235224-MM
Title: Sorority Row HVAC Change Outs
Date & Time: October 8, 2019 @ 2:00 PM local time
Agenda

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/Criteria
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• CONTRACT
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
PROJECT DESCRIPTION

- UNTS of North Texas System (UNTS) is seeking proposals to change out multiple HVAC systems at Sorority Row
- Removal & properly dispose of old equipment
- Replace systems with new RUDD 14 SEER electric heat units
- New programmable Tstats, wiring, drain pans, condenser pads, disconnect boxes, and electrical whips
Submittal Requirements/Criteria

• Proposed amount listed on Proposal Form

• Proposed project schedule and the demonstrated ability to have met expedited schedules on similar projects

• The qualifications and experience of the proposer’s key personnel/project team

• Proposer’s current workload and availability of personnel

• Quality and completeness of the RFP submittal
HUB Agenda

• HUB plan is required with submission of your qualifications

• HUB plan must be packaged in a separately marked envelope and clearly identified

• Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar at 940-369-5647
What is a HUB?

A HUB . . . .

• is certified by the State of Texas

• is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23

• has its principal place of business in Texas
Why we do an HSP

• Texas state law
  ➢ Government Code Chapter §2161.252
  ➢ Administrative Code §20.14

• Demonstrates a “good faith effort” to diversify business opportunities.

Note: Responses that do not include a complete HSP must be rejected.
HSP Quick Checklist

Use this tool to determine which pages and sections must be completed, based on the unique situation and plan of the submitting company.

HSP, Page 1

- Contains the HUB goals established by the State of Texas

- Ensure Section 1 is thoroughly completed and accurate

**Note:** UNTS’ HUB Dept. will verify the vendor ID and HUB status of the submitting company.
• Declare all subcontracting opportunities on this page.

• List by opportunity type, not by vendor name (that comes later).

• The choices at the bottom will determine which “method” the submitting company will use to demonstrate a good faith effort.

• There is an addendum page to use if the submitting company identifies more than 15 subcontracting opportunities.
• If the submitting company is not subcontracting any of the work, they must explain how the company will perform the entire contract with its own employees, materials, etc.

• By signing in the space provided, the designated representative of the submitting company affirms the contractual obligations within the HSP.

• This should be signed by a senior employee familiar with the project.
HSP, Attachment A

- Used if the submitting company intends to utilize only certified HUBs, or if they meet the State’s HUB goals.

- Complete one page per subcontracting opportunity.

- The sum of the percentages (%) must match the percentage listed on Page 2 for each opportunity.

- **Note:** UNTS’ HUB Dept. will verify the vendor ID and HUB status of the submitting company.
• Used if the submitting company intends to use any non-HUB businesses, or if they do not meet the State’s HUB goals.

• Complete one page per subcontracting opportunity.

• Minimum of 3 HUB vendors and 2 related trade organizations.

• **Note:** UNTS’ HUB Dept. will verify the vendor ID and HUB status of the submitting company.
• The submitting company will list the selected vendor.

• Complete justification as to why a HUB vendor was not selected must be included.

• The sum of these percentages must match the percentages listed on Page 2 for each opportunity.

• **Note:** UNTS’ HUB Dept. will verify the vendor ID and HUB status of the submitting company.
HUB Subcontracting Opportunity Notification

- Only one of many options to distribute information.

- All methods of distribution must provide complete information.

- Respondents must be given 7 working days to reply/respond.

- All contact information must be current and accurate.
How to Find HUB Vendors

• Visit the State of Texas Centralized Master Bidders List (CMBL) at:
  https://mycpa.cpa.state.tx.us/tpassemblsearch/index.jsp

• Contact associated trade organizations, such as:
  ➢ DFW Minority Supplier Development Council
    http://dfwmsdc.com/

  ➢ Regional Hispanic Contractors Association
    http://regionalhca.org/

  ➢ US Pan Asian American Chapter-Southwest
    http://uspaacc-sw.org/

  ➢ Women’s Business Council-Southwest
    http://www.wbcsouthwest.org/
Possible Reasons for Rejection of an HSP

- Not signed
- Included in the same envelope as, or co-mingled with, the bid response.
- Company information is incorrect and/or incomplete.
- No justification for failing to meet State HUB usage goals.
- Not providing required information, if self-performing.
- Section 2 does not match Methods A or B.
- Respondents not allowed 7 working days.
- No documentation showing good faith effort.
- Missing information that the UNTS HUB Dept. is not allowed to fill in for the submitting company.
HSP Reminders

• The submitting company’s HSP is a binding document.

• Contract language requires the submitting company to abide by the terms of the original HSP.

• The HSP can be revised only with the consent of the UNTS HUB Dept. The same good faith effort requirements will apply.
HUB or HSP Assistance

• The UNTS HUB Dept. is available to help

  ➢ Greg Obar, Director of Operations, phone 940-369-5647
  ➢ Email: hub@untsystem.edu
  ➢ Web: http://www.untsystem.edu/hr-it-business-services/about-hub

• Fillable electronic form available at:
Contract

• A sample of the contract is included in the RFCSP package.

• Note that UNT System is not expecting any modifications to the contract and any changes or modifications will not be accepted by UNTS (owner).
Selection Process

• Responses are due: October 23, 2019 @ 2:00 p.m.
• HUB Sub Contracting Plan due: October 23, 2019 @ 2:00 p.m.
• Public Opening for proposals: October 24, 2019 @ 3:30 p.m.

• Pages should be printed one-sided on 8 ½” x 11” paper.

• Submit one (1) paper loose unbound original and one (1) virus free CD ROM or flash drive. Proposers name and the RFP number should be labeled on each.

• Responses should be submitted to: Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205
Questions

• Questions should be directed to Monica Madrid, Senior Buyer – Business Support Services – please email questions to:
  monica.madrid@untsystem.edu

• Questions must be received by October 9, 2019 by 2:00p.m. – questions & answers will be posted to UNT System website by October 11, 2019 by 5:00p.m.

• Questions & answers and any addendums will be posted to http://untsystem.edu/bids and http://esbd.cpa.state.tx.us/